

Date 18 AUG 87

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DIRECTOR OF LOGISTICS		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - FOR ACTION: PLEASE RESPOND DIRECT

WITH DROP COPY TO DDA.

SUSPENSE: 18 SEPTEMBER 1987

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)		Room No.—Bldg.
<div style="border: 1px solid black; width: 100px; height: 30px;"></div>	EXA/DDA	Phone No.

5041-102

☆ U.S. GPO: 1986-491-247/40012

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

60-2

81-1176X



**General Services Administration
Office of Operations
Washington, DC 20405**

August 12, 1987

Dear Mr. Donnelly:

Each year the General Services Administration (GSA) sponsors a national "Partnership in Administration" training conference for executives of Federal departments and agencies receiving our support for supplies, office space, property management, and voice and data communications. The conference provides a positive environment for improving communication and collaboration in areas of mutual concern.

GSA Administrator Terence C. Golden has invited all agency heads to attend the fourth conference, "Partnership '87: Alliance for Excellence," November 3-4, at Baltimore's Lord Baltimore Clarion Hotel. The agenda will cover many initiatives that directly impact the way your agency conducts its business.

Space limitations necessitate allocating training slots. Based on previous participation, your allocation of nominees to invite is: two. I have enclosed a registration packet for you to hand to each 1987 nominee. Using the registration guide and samples, each nominee should complete the Registration Data Sheet, Workshop Selection Schedule and Training Authorization.

As the agency lead official, please ensure proper completion of forms and, in a single package, return all information on your attendees to the Office of Operations (AR), General Services Administration, Washington, DC 20405, Attention: PIA '87, by September 18. We will preregister attendees and notify each of the final schedule, workshop assignments, and conference details.

Please mark your calendar and plan to attend this year's conference. If there are any questions, please phone Brent Ekstrom in the Office of Customer Liaison on FTS 523-1200.

Sincerely,

A. C. Arterbery
A. C. Arterbery
Associate Administrator

Enclosures

Mr. William F. Donnelly
Deputy Director
for Administration
Central Intelligence Agency
Washington, DC 20505

PARTNERSHIP 87': ALLIANCE FOR EXCELLENCE

CONFERENCE REGISTRATION GUIDE

We are pleased that you have elected to attend GSA's fourth annual "Partnership in Administration" training conference. This guide has been prepared for your review and ready reference, and provides both general information and conference registration requirements.

GENERAL INFORMATION

Conference Location:

Lord Baltimore Clarion Hotel
Baltimore and Hanover Streets
Baltimore, Maryland 21201
Phone: (301) 539-8400

Registration Fee:

\$175 for attendees not in
travel status (Baltimore
area registrants).
\$225 for attendees in
travel status (all other).

Conference Date:

November 3-4, 1987

A copy of the proposed conference schedule is enclosed.

Questions regarding registration should be directed to
Brent Ekstrom, Office of Customer Liaison, on 523-1200.

REGISTRATION REQUIREMENTS

In order for GSA to arrange conference matters, please complete the Registration Data Sheet, Workshop Selection Schedule and a Training Authorization using the information and examples provided in this guide.

Registration Data Sheet:

Complete sections A and B, as appropriate. This information will be used by GSA to plan for your attendance at the conference facility and to pre-register you for sleeping accommodations.

Workshop Selection Schedule:

Workshop sessions are designed so that you can tailor attendance to your needs and interests. The conference features four workshop "tracks". Each track has four workshop sessions. Using the workshop descriptions, identify your first and second choices in each track by entering 1 and 2 in the appropriate "squares" on the workshop selection schedule.

Training Authorization:

An approved training authorization, which cites the funding for your agency/office, is necessary for your attendance. See "Registration Fee" above to determine the appropriate "tuition" cost to be entered. We have included a sample training authorization (GSA Form 3076) to help you complete the form used by your agency. Complete your training form in full, including position title, office and agency name, telephone number, and your pay grade and series. (Note: this training will be conducted in FY1988. Training authorizations should cite the FY1988 appropriation/fund chargeable.)

Following completion of your registration forms, please return the Registration Data Sheet, Workshop Selection Schedule and approved Training Authorization to your lead agency official. This official will return all forms to GSA by September 18.

In October, GSA will send a letter to you with final conference schedules, administrative details and workshop assignments.

PROPOSED CONFERENCE SCHEDULE**Tuesday, November 3**

8:00 - 10:00 a.m.	Registration and Displays and Exhibits	Hotel Mezzanine & Royale Suites
10:00 a.m.	Audio-visual Presentation and Introduction of GSA Administrator	Calvert Ballroom
10:00 - 10:15 a.m.	Welcome	Terence C. Golden
10:15 - 11:30 a.m.	Keynote Speech	Buck Rodgers
11:30 - 11:45 a.m.	Administrative Announcements	
11:45 - 1:15 p.m.	Lunch and Day Care Panel	Paul Trause, Moderator Cong. H. Nielson
1:30 - 2:45 p.m.	Concurrent Workshops	Track 1
2:45 - 3:00 p.m.	Break	
3:00 - 4:15 p.m.	Concurrent Workshops	Track 2
4:30 - 6:00 p.m.	Displays, Demonstrations and Exhibits	Mezzanine & Royale Suites
6:00 - 7:00 p.m.	Reception	Versailles Room
7:00 - 8:30 p.m.	Dinner and Administrative Excellence Awards	Calvert Ballroom

U.S. General Services Administration

Proposed Conference Schedule (Continued)

Wednesday, November 4

8:00 - 8:15 a.m.	Administrative Announcements and Wake-up	Calvert Ballroom
8:15 - 9:30 a.m.	Concurrent Workshops	Track 3
9:30 - 10:00 a.m.	Break	
10:00 - 11:15 a.m.	Concurrent Workshops	Track 4
11:30 - 12:00 noon	The Partners Response	Ron Keefer, Chm., FAMA Jack Basso, Chm., Small Agency Group
12:00 - 1:30 p.m.	Lunch	The Honorable Edwin Meese Attorney General
1:30 - 2:30 p.m.	Wellness and the Quality of Life for the Federal Employee	Terence Golden, Moderator George Allen, Chair, President's Council on Physical Fitness
2:30 - 4:00 p.m.	Challenges and Commitments	The Administrator and Commissioners
	Closing Remarks	

U.S. General Services Administration

REGISTRATION DATA SHEET

This information will be used by GSA to plan for agency attendance at the Baltimore conference facility. Please complete Sections A and B, as appropriate.

If you are planning to attend any part or all of the conference, complete all of Section A. If you will be staying overnight at the conference facility, also complete Section B.

SECTION A:

1. Full Name: _____
2. Position: _____
3. Office: _____
4. Agency: _____
5. Office Telephone: (____) ____ - _____

Please circle your response:

Circle One

- | | | |
|---|-----|----|
| 6. Will you be using a vehicle to travel to the Conference? | Yes | No |
| 7. Will you require parking facilities for the vehicle? | Yes | No |
| 8. Will you be traveling with other conference attendee(s). | Yes | No |

SECTION B

- | | | |
|---|----------------------|----|
| 1. Do you plan to share your room with another conference attendee? | Yes | No |
| 2. Your room preference is? | Smoking / Nonsmoking | |
| 3. Do you wish a room modified for the handicapped? | Yes | No |

This information sheet should be returned with your training authorization and workshop selection form.

Partnership '87: Alliance for Excellence**U.S. General Services Administration**

Concurrent Workshops

November 3-4, 1987

		Public Buildings Service	Federal Supply Service	Information Resources	Special Sessions
Tuesday	Track 1 1:30-2:45	The Employee and the Work Environment <ul style="list-style-type: none"> • Planning Layout and Design • Location, Consolidation and Building Amenities • Temperature, Lighting, Air Noise, Privacy • Space Allocation Standards • Art in Federal Buildings • Quality Workplace Successes & Failures • Long Range Planning 	Travel and Transportation Management <ul style="list-style-type: none"> • Vehicle Consolidation Program • Implementation of PL 99-272 • Transportation Programs • Travel Programs • Home to Work Legislation 	Federal Telecommunications System <ul style="list-style-type: none"> • FTS Intercity Service • FTS 2000 • Aggregated Switch Procurement (ASP) • Washington Interagency Telecommunications (WITS) • Purchase of Telephones and Services (POTS) 	Customer Agency Concerns <ul style="list-style-type: none"> • Informal discussion with Terence C. Golden, Administrator, General Services
	Track 2 3:00-4:15	Special Session National Capital Concerns <ul style="list-style-type: none"> • Update on Last Year's Commitments • Past Year's Accomplishments • FY 88 Plans • Agency Areas of Concern 	Central Procurement Support <ul style="list-style-type: none"> • Stockless Procurement • Parallel Contracting/Backup Contracting • Direct Deliveries • Electronic Purchasing • Systems Furniture • Preferred Sources vs. Mandatory 	Information Resources Management <ul style="list-style-type: none"> • Parallel Oversight Reviews • IRM People Issues • Regulatory Overhaul • Betting on People vs. Paper Products • Desk Top Publishing • Management of Data 	Customer Agency Concerns <ul style="list-style-type: none"> • Informal discussion with Paul K. Trause, Deputy Administrator, General Services
Wednesday	Track 3 8:15-9:30	Public Buildings Service Incentives and Disincentives: Choose Your Path <ul style="list-style-type: none"> • Roles of OMB, GSA, Agencies in Real Property Management - Commitment - Sharing the Savings - Costs (i.e., alterations & furniture) - Technical Assistance - Awards/Rewards 	Supply and Personal Property Support <ul style="list-style-type: none"> • Sharing Automated Property Management System/Uniform Systems • Utilization and Surplus Sales • Industrial Funding—Why, How, & When • Customer Supply Center Program • Commercial CSC Test • Use of Credit Cards in CSC's 	Special Sessions Executive Information Systems <ul style="list-style-type: none"> • System Development • Applications • Product Sample 	Customer Agency Concerns <ul style="list-style-type: none"> • Informal discussion with Terence C. Golden, Administrator, General Services
	Track 4 10:00-11:15	Managing a Real Estate Program <ul style="list-style-type: none"> • Space Planning & Requirements Development • Cost & Inventory Analysis • Management Information Needs • Performance Evaluation • Generic Real Property Information System • Funding Status of Delegations 	Special Session National Capital Concerns <ul style="list-style-type: none"> • Update on Last Year's Commitments • Past Year's Accomplishments • FY 88 Plans • Agency Areas of Concern 	Cooperative Administrative Support Unit (CASU) <ul style="list-style-type: none"> • Site Expansion • Lessons Learned • Future Plans 	Regional Roundtable <ul style="list-style-type: none"> • Informal discussion with Regional Administrators



Partnership '87: Alliance For Excellence RESERVATION FOR WORKSHOPS

Concurrent Workshops
November 3-4, 1987

Instructions:

1. Select your first and second choices (by entering 1 and 2 in the appropriate boxes) for each of the four tracks. (See Workshop Schedule for descriptions.)
2. Please return with the Standard Form 182 by September 18, 1987.

		Public Buildings Service	Federal Supply Service	Information Resources	Special Sessions		
Tuesday	Track 1 1:30-2:45	The Employee and the Work Environment	Travel and Transportation Management	Federal Telecommunications System	Customer Agency Concerns	Track 1 1:30-2:45	Tuesday
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tuesday	Track 2 3:00-4:15	Special Session National Capital Concerns	Central Procurement Support	Information Resources Management	Customer Agency Concerns	Track 2 3:00-4:15	Tuesday
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday	Track 3 8:15-9:30	Public Buildings Service Incentives and Disincentives: Choose Your Path	Supply and Personal Property Support	Special Sessions Executive Information Systems	Customer Agency Concerns	Track 3 8:15-9:30	Wednesday
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday	Track 4 10:00-11:15	Managing a Real Estate Program	Special Session National Capital Concerns	Cooperative Administrative Support Unit (CASU)	Regional Roundtable	Track 4 10:00-11:15	Wednesday
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

REQUEST, AUTHORIZATION, AGREEMENT, AND CERTIFICATION OF TRAINING	A. AGENCY CODE, AGENCY SUBELEMENT AND SUB- MITTING OFFICE NUMBER (Example - 88-88-8888)	E. DOCUMENT CONTROL NUMBER	
		C. REQUEST STATUS (Mark (x) one)	
		INITIAL OR RESUBMISSION	CORRECTION OR CANCELLATION

SECTION A - TRAINEE INFORMATION

1. APPLICANT'S NAME (Last - First - Middle Initial)		2. SOCIAL SECURITY NO.		3. POSITION LEVEL (Mark (x) one)	
				a. Nonsupervisory	c. Manager
				b. Supervisory	d. Executive
4. HOME ADDRESS (Number, Street, City, State, ZIP Code) (Complete for OPM courses only)				5. HOME TELEPHONE (OPM Courses only)	
				Area Code	Number
6. ORGANIZATION MAILING ADDRESS (Branch-Division /Office/Bureau/Agency)				7. OFFICE TELEPHONE	
				Area Code	Number Extension
8. CONTINUOUS CIVILIAN SERVICE	Years	Months	9a. POSITION TITLE/FUNCTION	9b. APPLICANT HANDI- CAPED OR DISABLED	10. PAY PLAN/SERIES/GRADE/STEP

SECTION B - TRAINING COURSE DATA

11a. NAME AND MAILING ADDRESS OF TRAINING VENDOR (Number, Street, City, State, ZIP Code)		11b. LOCATION OF TRAINING SITE (If same, mark box)	
GSA, Office of Operations (AR), Rm 6010 Washington, DC 20405		Lord Baltimore Clarion Hotel Baltimore, MD 21201	
12. CATALOG/COURSE NUMBER		13. COURSE TITLE	
		PARTNERSHIP '87: ALLIANCE FOR EXCELLENCE	
14. TRAINING PERIOD (6 digits)		15. NUMBER OF COURSE HOURS (4 digits)	
16. TRAINING CODES			
		Code	Code
a. Start	Year Month Day	a. Purpose	d. Special Interest
b. Complete	87 11 04	b. Type	e. Curriculum
		c. Source	f. Training Priority

AGENCY USE ONLY

SECTION C - ESTIMATED COSTS AND BILLING INFORMATION			SECTION D - RECOMMENDATION/CONCURRENCE		
17. DIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE			22 a. IMMEDIATE SUPERVISOR (Name and title)		
Item	Amount Dollars Cents	Appropriation/fund	AREA CODE/TEL. NO./EXTENSION		
a. Tuition	\$ *	*See information below	b. SIGNATURE		
b. Books or materials			DATE		
c. Other (Specify)			23 a. SECOND-LINE SUPERVISOR (Name and title)		
d. (Enter 4 digits in dollar column) TOTAL	\$		AREA CODE/TEL. NO./EXTENSION		
18. INDIRECT COSTS AND APPROPRIATION/FUND CHARGEABLE			b. SIGNATURE		
Item	Amount Dollars Cents	Appropriation	DATE		
a. Travel	\$	*Use this Training Authorization example to complete your agency training form. If you will be in travel status, the tuition amount is \$225. If you will <u>not</u> be in travel status (Baltimore area attendees), the tuition is \$175. When completing your training authorization, please include your full name and organization (including your position, office, bureau or service, and agency). Your pay plan, series and grade are important. Your telephone number will enable us to contact on attendance matters.			
b. Per diem					
c. Other (Specify)					
d. (Enter 4 digits in dollar column) TOTAL	\$				
19. ACT/DOCUMENT/PURCHASE ORDER/REQUISITION NO.					
20. 8-DIGIT STATION SYMBOL (Example 1234-5678) →					
21. BILLING INSTRUCTIONS (Furnish invoice to)					
TRAINING FACILITY - Bills should be sent to office and					
GENERAL SERVICES ADMINISTRATION					

GSA FORM 3076 (Rev. 1-83)

EXCEPTION TO SF182 APPROVED BY NAPS 8-80